

# City of Carlsbad

<b>City of Carlsbad Job Structure</b>	<b>Date: 5/8/07</b>	<b>Revision: original</b>	<b>page 1</b>
<b>Category: Nonexempt</b>			
<b>Job Family: Contract Administrator</b>	<b>Job Code: TBD by HR (three levels available)</b>		

## Section 1.0 Summary and Typical Roles and Responsibilities of Buyer/Contract Administrators in the City of Carlsbad

Buyer/Contract Administrators are nonexempt individual contributors, who use their underlying skills in administration, research, analysis, project and program management in a variety of areas related to purchasing, contract administration, and/or supply chain management/project management. The positions may be found through out the City. The job level of a Buyer/Contract Administrator (as described by the attached KSA matrix) is determined by two factors. The first is the “business need” to have a job performed at a certain level, as defined by the specific responsibilities designed into the role, and how the organization is structured. The second is that the job incumbent must possess the knowledge, skills and abilities to function at the assigned responsibility level, as demonstrated by their work and contributions.

Typically, a Buyer/Contract Administrator must possess and demonstrate at least 80% of the KSA’s at a given level to be assigned to that level.

The following are examples of the types of job duties that may be found in the Buyer/Contract Administrator roles:

- Purchase materials, supplies, equipment and procure services necessary to support the operations of the City.
- Receive, review, write purchase requisitions. Identify vendors, contractors and consultants and obtain quotes, bids and proposals. Review budget and budget authority, insure proper accounts are charged.
- Manage suppliers, consultants and contractors. Monitor agreements, contracts and commitments to insure compliance with contracts.
- Ensure all paperwork is completed, research delays or problems/issues, and expedite orders, process payments, process retention release and bond release as necessary.
- Process invoices to Finance.
- Prepare, send out, receive and review RFP’s or RFQ’s for annual contracts and purchases requiring written bids. Ensure bids are responsive. Aid in analysis, negotiation and vendor selection. Gather quotations on capital items.
- Draft routine and non-routine contracts, agreements and related documents as required
- Determine and set bid opening dates for public works projects, non public works projects, conduct meetings, make recommendations for selection.
- Recommends or develops modifications to rules, guidelines and procedures to support State laws and City policies.
- Responds to Public Records Act requests for information on bidding and contracting.
- Maintain departmental files, prepare documents, correspondence and reports, including documents to be submitted to outside agencies
- Assist in budget preparation. Provide ongoing analysis, recommendations and monitoring as requested.
- Assist in or lead the coordination of activities with other City departments and divisions.
- Research and analyze new and changed State laws and court decisions for impact on the City.
- Program and project management as assigned: define, develop, implement, manage and audit.
- Provide liaison/coordination role between City management, risk management, City Attorney and contractors or project managers. Act as advisor to groups with bidding or contracting related goals.
- May supervise, train or oversee the daily duties of other nonexempt staff.